

## **PLANNING ASSOCIATE**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible paraprofessional work handling a variety of planning and research assignments; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting with various planning projects; conducting research; performing deed and land-use research; preparing maps and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists professional planners in the day to day operations of the Planning Division; works on special projects; researches policies or statistics of other localities and assists with work on committees.
- Assists in the administration of specific planning program areas and provides technical assistance and information to staff, property owners, land developers, other governmental agencies and the public.
- Reviews subdivision and/or site plans for basic checklist requirements and may provide written and oral recommendations with guidance from professional planners.
- Assists in tracking the status of subdivision and site plan review through the automated tracking system; runs statistical reports using digital and hard copy files for planners and the public.
- Prepares, with assistance, assignments of modest scope and complexity such as staff reports; assists in publication of reports, plans, maps, forms and brochures.
- Assists in the preparation of layouts, graphics, designs and maps for office functions, Planning Commission and Board of Supervisors reports/presentations and special projects using Geographical Information System (GIS).
- Notifies County departments of rezonings, Comprehensive Plan updates and other changes in written format.
- Assists in interpreting and enforcing provisions of the County's Zoning Ordinance and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures when preparing staff analysis of land development requests; initiates any actions necessary to correct violations.
- Provides guidance to applicants, citizen committees, public agencies, or others in understanding impact regarding their land use issues.
- Researches County land records and Commissioner of Revenue land records to determine ownership and existing structures to provide information to public.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of data and makes corrections; utilizes word processing, spreadsheet, database, mapping, Internet, email or other computer programs.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the theory, principles and practices of urban planning; general knowledge of community development programs, practices and procedures; general knowledge of data collection methods and techniques; general knowledge of mapping and graphic presentation; thorough knowledge of equipment used in drafting and illustration work; ability to research and organize facts and present them in a simple and clearly written form; ability to prepare written reports; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and some land planning or development experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS:**

None.

**CAREER ADVANCEMENT OPPORTUNITIES:**

Upon attainment of the following qualifications a Planning Associated may advance to the position of Planner:

- Three years experience in the Department of Community Development in processing and checklist review of applications filed for building, construction, planning or zoning approval/inspections, and working with and responding to inquiries from the general public and developers;
- Successful completion of and designation as a certified Zoning Official from the Virginia Association of Zoning Officials Certification Program, or completion of the basic ESI course on the development process; **or**; an Associate Degree in Urban Planning, City/Regional Planning, Environmental Resources, GIS, Public Administration or a closely related field;
- Two consecutive performance evaluation ratings of “Exceeds Standards” or higher on the employee’s most recent annual performance evaluations; and
- Recommendation by the Director of Community Development and approval from the County Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.